

Electricity Use in Air Conditioning and Ventilation of Office Space

- Operational Control -06

A. Significant Environmental Aspect: Use of Electricity for air conditioning and ventilation of office space	B. Activity group: Ventilation and Air Condition of the office space	Document Control Code: EPA-R3-OC-06-00 Date: See footer below
1. Title: Electricity Use in Air Conditioning and Ventilation of Office Space - Operational Control - 06		
2. Activities (and corresponding written controls, where applicable): The US EPA Mid-Atlantic Region 3 office building space is air conditioned and ventilated in accordance with the terms of a GSA full service lease. The lease sets the parameters for the acceptable temperature range, humidity level, air changes per hour and cubic feet per minute of fresh air per occupant or designated space.		
3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable): As defined in the terms of our lease, Building Management is under contract to achieve air conditioning and ventilation parameters.		
4. Maintenance plan(s) for the operational controls and actions to be taken if controls fail: Occupants should report to the Facilities Management Services Branch at (215) 814-5635 any heating, cooling or ventilation problems they observe in our office space. The Facilities Management and Services Branch, in conjunction with the Safety, Health and Environmental Manager (SHEM), are responsible for determining if the air conditioning and ventilation parameters specified in the lease are being achieved and the air quality in the building is safe for the occupants, respectively. Facilities will periodically monitor temperature and humidity through a remote realtime readout and the SHEM Manager, or designee will conduct periodic indoor air quality sampling with a TCI hand held instrument. Facilities will communicate these observations and any complaints to Building Management. If this OC fails we will investigate and install additional controls and provide retraining as necessary.		
5. Corresponding Environmental Management Program: Electricity Use Environmental Management Program (EMP) EPA-R3-EMP-02-00 http://www.epa.gov/region3/ems/EMPs/emp-2.pdf		
6.1. Record(s): Remote realtime readout in EPA space of the operating parameters monitored by the building maintenance staff. Indoor air quality samples obtained with TCI Instrument and by other methods.	6.2. Person Responsible and Record Location: Facilities Management and Services Branch, 3 rd floor Safety, Environmental and Health Manager (SHEM), 3 rd floor Records will be retained according to Procedure O. Records Management.	
7. Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail; d. to create and keep records relative to operational controls)		
7.1 Title	7.2 Responsibility	
Facilities Management and Services Branch and SHEM	Responsible for a-d (listed above).	

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8. Competence of operators on the basis of training, education or experience:

The building manager is responsible for ensuring their operators and employees have the appropriate educational background, work experience and training to operate and maintain the air conditioning and ventilation equipment. Facilities personnel are trained in the use and interpretation of the remote realtime air quality readout device. SHEM Manager and support personnel are trained in the use of hand held air monitoring equipment.